

**REGULAR MONTHLY MEETING OF THE STEPHENS CITY TOWN COUNCIL**  
**TUESDAY, October 6, 2009**  
**7:30 p.m.**

Mayor Ray Ewing called the meeting to order at 7:30 p.m. and led the Pledge of Allegiance.

Vice Mayor Shull led the invocation.

Roll call showed the following present:

Vice Mayor Joy Shull, Council member Linden A. Fravel, Jr., Council member Michael Grim, Council member James Harter.

Absent: Council members Ronald Bowers and Joseph Hollis

Staff present: Mike Kehoe, Town Manager; Brian Henshaw, Town Planner; David Griffin, Town Attorney; Kim Uttenweiler, Town Treasurer; Dianne MacMillan, Town Clerk; Charles Bockey, Police Chief

Press: Cynthia Burton, Winchester Star  
Neal Showalter, Sherando Times

Guests: None

**AGENDA**

Vice Mayor Shull moved that the Agenda be adopted as presented and the motion passed.

**PUBLIC COMMENTS**

None

**MINUTES – September 1, 2009 Regular Meeting**

Council member Grim moved for approval of the minutes of September 1, 2009 as presented and the motion carried with the following vote:

Recorded Vote:

Vice Mayor Shull	-	Aye	Nays - None
Council member Fravel	-	Aye	Abstain - None
Council member Grim	-	Aye	
Council member Harter	-	Aye	

Absent – Council member Bowers  
Council member Hollis

## **TREASURERS REPORT – Kim Uttenweiler**

The Mayor asked for questions or comments regarding the treasurer's report. Vice Mayor Shull stated that it was nice to have a written report after many months. The Treasurer's report was accepted as reported.

## **POLICE REPORT – Charles Bockey, Chief**

The Mayor asked for questions or comments regarding the police report. Chief Bockey reported that the bullet-proof vests had been received and brought one to show the members. He also advised that he had attended a Small Agency Executive Symposium in Abingdon on September 29<sup>th</sup> and 30<sup>th</sup> with local chiefs from the southern part of Virginia. He said they talked about police liability in pursuits, officer involved shootings and cultural diversity. He reported that the Winchester PD and Winchester Medical Center held a public safety day and Officer Ron Fox had attended with the bike team for a safety demonstration for the kids.

Chief Bockey advised Council that after three meetings with VDOT he had gotten approval for the Sherando High School homecoming parade to be held on Main Street. He said although they had originally turned the request down twice, after he received support from the Virginia State Police for five officers and a promise of assistance from Middletown, Haymarket, Frederick County and the Haynes Agency, VDOT gave approval for the parade. He added that VDOT would have two officials present during the parade to monitor the traffic and pedestrian traffic. There being nothing further, the Police Report was accepted as presented.

## **ACTION AGENDA**

### **A. Proclamation – Sherando High School Spirit Week – October 19-24**

Mayor Ewing said this was the proclamation requested by the Warrior Club at the last Council meeting in support of Sherando High School. Vice Mayor Shull moved that the Council adopt the proclamation (copy attached) and the motion passed with the following vote:

#### **Recorded Vote:**

Vice Mayor Shull	-	Aye	Nays - None
Council member Fravel	-	Aye	Abstain - None
Council member Grim	-	Aye	
Council member Harter	-	Aye	
Absent – Council member Bowers			
Council member Hollis			

## **COMMITTEE REPORTS**

### **A. Water/Sewer Committee – Joy Shull, Chair**

Vice Mayor Shull reported that the Committee met with Tim Stowe, Town Engineer who gave the presentation on the wastewater system master plan for the town. All Council members received a copy. She said it was important to make the plan a part of the CIP and Council might want to hold a work session with Mr. Stowe to answer questions for clarity before including this in the CIP. Mayor Ewing said he would like to see it move forward before next year and asked about the procedure for additions to the CIP. Mr. Kehoe said it could go back to the water and sewer committee and they would set priorities to bring back to Council for approval. Town Attorney, David Griffin said Council could amend the CIP at any time. Vice Mayor Shull said that the water and sewer committee would at its next meeting review the plan to set priorities and bring recommendations back to Council in November. She added that smoke testing of the waste water system would begin later this month and continue into November.

### **B. Personnel Committee – James Harter, Chair**

Council member Harter reported that the review of the personnel policy was a work in progress and the Committee hoped to have more to talk about and review by the next Council meeting.

### **C. Parks and Recreation Commission – Ronald Bowers, Chair**

Mr. Kehoe, in the absence of Council member Bowers, reported that several members of the Commission toured the grounds and made some recommendations as listed in the report. He said one recommendation was the removal of a tree which would have to go before the Tree Commission before any action could be taken. He said they continue to work on a memorial for veterans from Stephens City.

## **PLANNER'S REPORT – Brian Henshaw**

Mr. Henshaw reported that the Planning Commission and the Historic Preservation Committee did not meet in September and all ongoing activities were covered in his brief report. Mayor Ewing asked about the striping project for Main Street. Mr. Henshaw said the contractor is still having problems getting a letter of credit. He said it was the first time it was required only for the asphalt section of the construction company and for that reason it was taking a longer time. He added that the goal was to get the striping done before the end of October. He said the letter of credit was a way to insure that the town gets a good product.

## **TOWN MANAGERS REPORT**

1. Mr. Kehoe reported that the town was continuing to work with the \$40,000 bond to complete the work on Mulberry Terrace. He said the town was trying to complete the

concrete work as cost effectively as possible. He said there was a long list to complete in order to get the street dedicated to VDOT.

2. He reported that the fire company had asked about their flow thru grant last year and after checking, it was found that it was not issued until September. He added that the town did not make its annual donation and this would be done at the same time for a total of \$16,000.00 to the fire company. He reported that Sheetz also issued its annual proffer to the fire company through the town. The Mayor asked that Mr. Kehoe request the fire company officials come to the next Council meeting to receive the payments.
3. Mr. Kehoe stated that the old school project is slowly moving ahead. He said VDOT wanted their engineers to sign off on window replacement and he advised them it would be better if architects did the review. He said that requests for bids on window restoration should be going out this month.
4. Mr. Kehoe reminded the members that he and Council member Harter would be attending the VML conference.

Council member Grim asked if the town was keeping an eye on the school building the School Board recently vacated. Mr. Kehoe said the town was only cutting weeds now to improve the appearance of the grounds. He added that he would advise the Police Department to keep a closer eye on the building since it is vacant. Council member Grim said the School Board needed to be reminded that since they still own it, they need to maintain it. He suggested that they may like to deed it to the town and the Council might be receptive to having the property deeded to the town. Mr. Griffin said that the school board would need to declare it surplus in order to dispose of it. Mr. Kehoe said he would contact them about maintaining the building.

### **COUNCIL COMMENTS/CALENDAR**

There being no comments or questions, Mayor Ewing said the calendar would stand with the usual schedule.

There being no further business, Council member Grim moved to adjourn at 8:48 p.m. and the motion carried.

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Ray E. Ewing, Mayor Ray Ewing

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Dianne L. MacMillan, CMC, Town Clerk